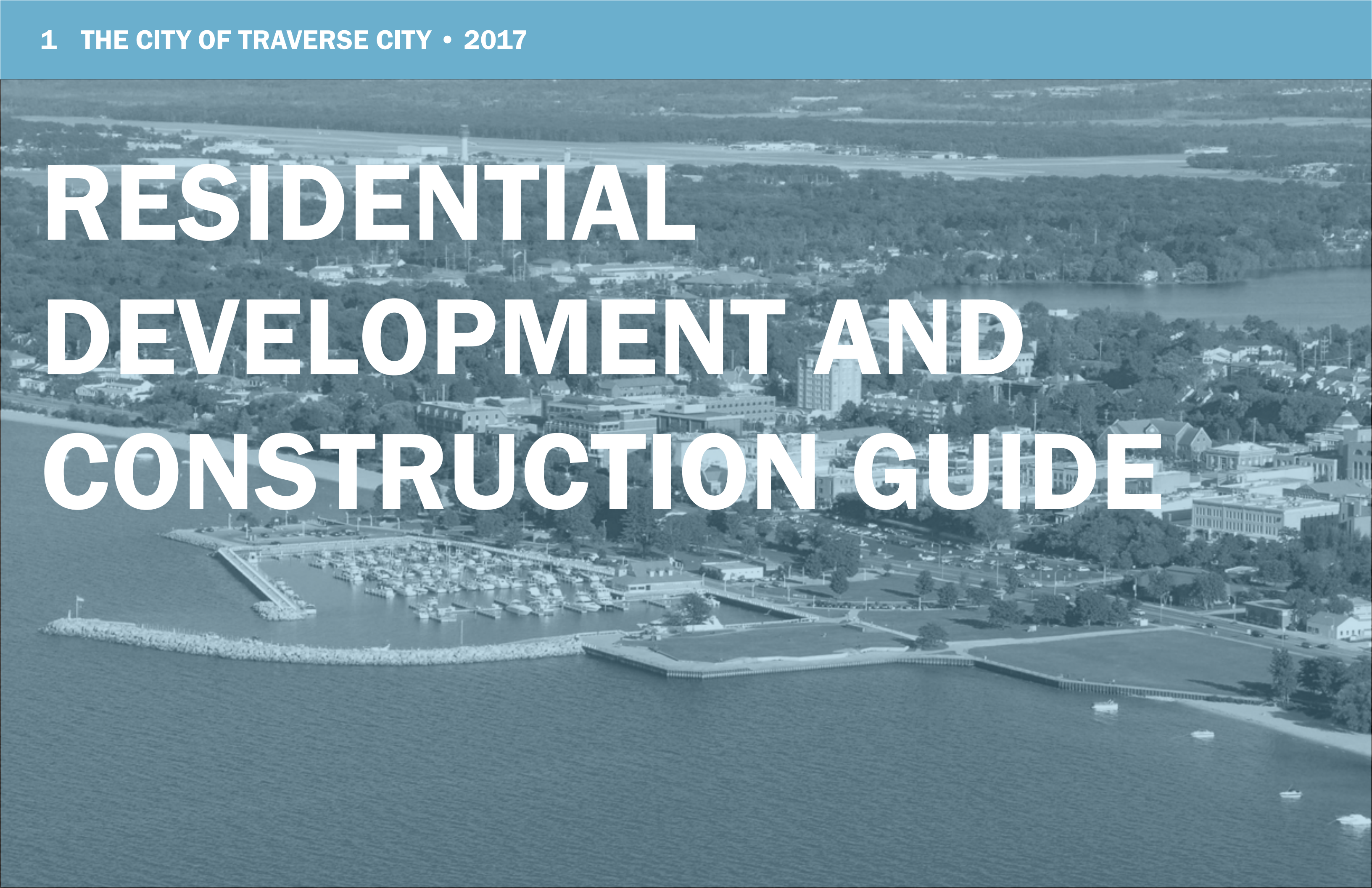


RESIDENTIAL DEVELOPMENT AND CONSTRUCTION GUIDE

An aerial photograph of Traverse City, Michigan, serves as the background for the title page. The city is built on a peninsula, with a large marina filled with sailboats in the foreground. The city center, including various buildings and a prominent church steeple, is visible in the middle ground. The surrounding area is densely forested, and the water of Lake Michigan is visible to the west and south.

WHAT IS THIS GUIDE FOR?

This guide is intended for all Single and Two-Family Residential projects within the City of Traverse City.

You may find this guide useful if you intend to:

- Construct or alter a structure
- Construct an addition
- Demolish or move a structure

This guide will walk you through how to obtain the required permits before you can begin your project.

WHY DO I NEED A PERMIT?

Permits from the City of Traverse City are for land use and zoning. Zoning controls what sort of buildings can be built in a certain area.

Permits also ensure that local rules and regulations are being met.

The best part is that they're quick and easy to get.



1.

To begin the permit process, drop off a completed [Project Application Form](#) and 3 complete sets of site plans/building plans to the [City Planning Department](#) at the Governmental Center, 400 Boardman Avenue, Traverse City MI.

(THIS BUILDING)



2.

City Planning and City Engineering will determine what types of permits your project may need.

You could need up to 4 permits.

*If your project is located within the Grand Traverse Commons, please contact the Planning Department at (231) 922-4460 for additional development regulations.

WHICH PERMITS DO I NEED?

LAND USE PERMIT

This permit ensures that a project meets the regulations in the zoning code.

It is required for all projects.

SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

This permit makes sure your project won't negatively impact the environment.

It is required if your project is within 500 feet of a lake or stream, or will disturb more than 1 acre of land.

RIGHT-OF-WAY PERMIT

This permit allows you to work in a City right-of-way, i.e. streets, sidewalks, alleys.

It is required if your project will involve work in the right-of-way.

HISTORIC PRESERVATION PERMIT

This permit helps maintain the character of Traverse City's Historic Districts.

It is required if your project is located in one of [Traverse City's 3 Historic Districts](#).

The map can be found on the next page.

City of Traverse City
Department of Public Services

Traverse City Historic Districts

8-14-17
JPT



1 inch = 500 feet
This map is based on digital databases from the City of Traverse City. Traverse City cannot accept any responsibility for errors, omissions or positional accuracy. There are no warranties expressed or implied.

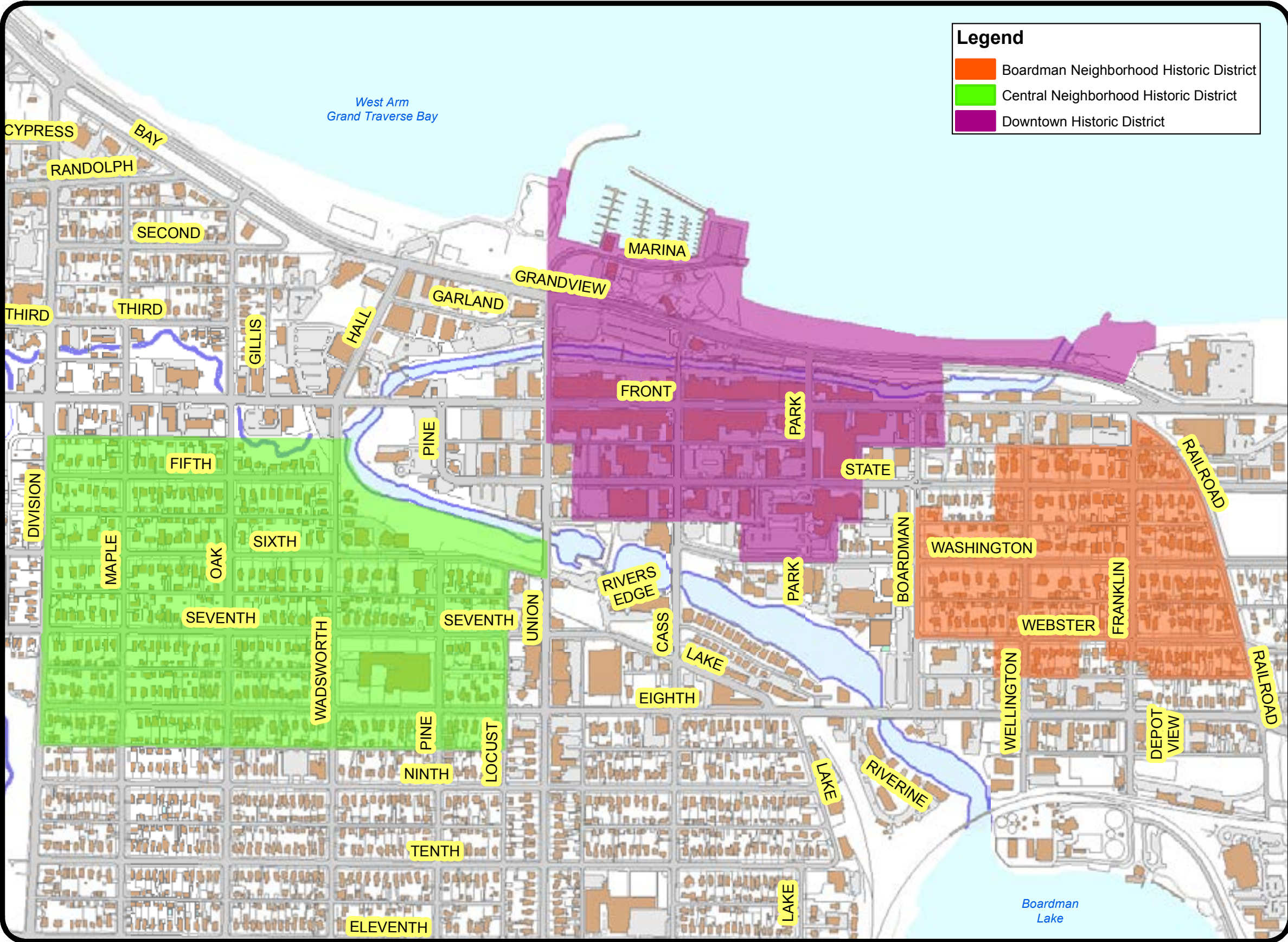
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Legend

Boardman Neighborhood Historic District

Central Neighborhood Historic District

Downtown Historic District



3.

You're almost done. The final thing you'll have to do is pay for your permits.

Please see the next page for the prices of City permits.

4.

After you have the required permits, you will then need to submit 2 City-approved plans to the [Grand Traverse County Construction Code Office](#), located at 2650 Lafranier Road, Traverse City MI. (231) 995-6044

The County will issue the Building Permit.

(THIS BUILDING)



FEES

LAND USE PERMIT

Single and Two-Family: \$50.00

Demolition: \$50.00

SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

\$35.00

RIGHT-OF-WAY PERMIT

Non-excavating: \$35.00

Excavating: \$70.00

HISTORIC PRESERVATION PERMIT

\$0

However, all projects within a Historic District must be reviewed by the

[Historic Districts Commission](#)

If you have further questions, you can schedule an appointment with the Planning and Engineering Review Team. Contact the Planning Department at (231) 922-4460 to schedule an appointment.